



- [1. What requirements we make to article to be published?](#)
- [2. Guidelines for Authors: Manuscript structure](#)
- [3. Language](#)
- [4. Author's Cover Letter \(optional\)](#)
- [5. Length](#)
- [6. Title](#)
- [7. Abstract](#)
- [8. Key words and JEL classification](#)
- [9. Text formatting](#)
- [10. Dates and Numbers](#)
- [11. Text structure](#)
- [12. Anonymity](#)
- [13. Page Numbering and Running Heads](#)
- [14. In-text citations](#)
- [15. Tables](#)
- [16. Figures](#)
- [17. Discussion and results](#)
- [18. Conclusions](#)
- [19. Acknowledgement](#)
- [20. Publication charges](#)
- [21. Refunds](#)
- [22. References](#)
- [23. Manuscript Submission Details](#)

## **1. What requirements we make to article to be published?**

They are common for formal scholarly journals. But in our publishing house some particular qualities are differ. Please read these Guidelines carefully.

We believe that articles which you will send to Taadler Publishing House

- are original and important to the readers,
- correspond to the scope of our journals,
- respecting the work of colleagues-publishers we shall not deal with articles have been published previously in any form or language or are under consideration for publication in any other journal or book,
- does not contain trivial or unverified conclusions,
- presentation of the results leave no doubt that the results are correct,
- means that submission for publication has been approved by all authors and institution where the actual work was carried out,
- which did not breach copyright,
- are written in good English and verified by Spell Check.

The editors of our journals will be to consider the articles on the successful implementation of various practicable techniques in the clear under the theme of our journals.

Also we accept and publish book reviews, congratulations and obituaries.

Before submission read carefully [our ethic norms](#) and read about [plagiarism protection](#) and our [publishing process](#).

We hope that the successful publication of the valuable results of your research in our journals will take place after the following general requirements for preparing the manuscript.

**Notice:** Only one article the author (first author) may be published in one issue of the journal.

The rejection rates are varying from journals.

The main goal of our publishing work is to produce high level scientific and informational product not to collect fees from the authors. That is why we do not charge for reviewing and you pay only after positive decision on publication.

It is worth emphasizing that the author's ability to pay the number of charges does not guarantee acceptance of publication. Only editors recommended work will be accepted for publication in Taadler Journals. Reviewers are asked to judge a manuscript on its quality only.

You may offer the names of possible reviewers for your manuscript. The reviewers should not be from your organisation or previous or current associates.

## **2. Guidelines for Authors: Manuscript structure**

The manuscript should be typed in editable MS Word, RTF or LaTeX format and should be submitted via [Taadler Web Submission System](#).

If you have any questions or suggestions for electronic submission, please mail to: [managing.editor@taadler.com](mailto:managing.editor@taadler.com).

## **3. Language**

The manuscript should be written in good English and verified by Spell Check and grammar support before submission.

Spelling should follow that of the Oxford English Dictionary. Authors are responsible for consistency in spelling and terminology.

You can use standard abbreviations and acronyms. Decrypt yours acronyms in parentheses when they first appear in the text. If an acronym is commonly used as a word, it does not require explanation (IQ, LSD, FBI and UN).

Use gender-neutral language. Cite men and women in parallel ways, deleting “he”, “his”, and “him” totally. Eliminate the generic use of “man”, for example for “mankind”, substitute “humankind” etc.

Slang and jargon are not used in the text.

Weakly written manuscripts will not be accepted.

## **4. Author's Cover Letter (optional)**

Cover Letter includes any additional information that cannot be conveyed on the submission system. Manuscript authors must disclose in a Letter any potential financial conflicts of interest.

## **5. Length**

Papers can be 2,000 - 8,000 words, including an abstract, text, and references, tables, figures, etc. Word counts are based on number of words in the abstract and main body text only (not including the Literature Cited, tables, figures or appendices). Diagrams and tables in average occupy the equivalent of 200-300 words each.

The length of an article can be calculated by allowing 900 words per page in an A4-sized journal. To define the numbers of words in your text correctly use the setup of MS Word, RTF or LaTeX software.

## **6. Title**

The title may be of interest and professional in a particular area and preferably in neighbouring areas, but it will not be so very common.

It should be informative because search Engines take this requirement in account as a major.

The title is not exceeding 15 words centred and in 16 pt font, not to exceed two lines.

You can use only standard abbreviations and acronyms.

In the title is not used the definitions that are understood by only a narrow circle individuals, slang, jargon etc.

This also applies abstracts and keywords.

## **7. Abstract**

Abstract should be concise and factual. An abstract should have 150-250 words representing the paper's argument, approach and findings. An abstract is highly visible component of each publication so it should be made with great attention and accuracy. Please note, that abstract makes the editorial board members to decide whether or not to read your paper.

## **8. Key words and JEL classification**

Each paper published in the Taadler Journals needs JEL classification. Place JEL code(s) the key words above.

For useful details please go to JEL classification system. [JEL classification system](#).

## **9. Text formatting**

The paper should be typed with the Times New Roman typeface, 11 pt for the text and 10 pt for references.

Papers must be formatted in A4 paper size. (21 cm x 29.7 cm) and the automatic margins that have been set for this paper size must be strictly adhered to for all text, headings, tables and figures.

Line spacing is one-and-half.

Footnotes should not be used.

## **10. Dates and Numbers**

27 March 1961, 1950s, 1990s, 2010-2013; nineteenth century, twenty-first century.

Numbers in text: words up to nine, then numbers. 100, 200, 10,000, thirty, 15 years old, (but "15-year-old boy"); 18 per cent, (but in tables and figures the symbol % is used); pp. 40-62; 402-507; insert a space between numbers and units (18 mm).

## **11. Text structure**

All papers must conform to the following basic format:

- introduction,
- previous work,
- methodology,

- discussion,
- conclusion,
- references.

Manuscripts can be divided into numbered headings and subheadings. No more than two levels of subheading should be used.

## **12. Anonymity**

In order to fair peer reviewing process, notice that the body text must be fully authorless and must exclude the possibility of a complete identification of the author and his affiliation directly or indirectly in their papers.

Anonymity does not include references and author's acknowledgements.

## **13. Page Numbering and Running Heads**

Include your title in a running head. Page numbers include in footer on the bottom right hand corner of the page in Times New Roman size 10.

## **14. In-text citations**

Cite references in the text by last name, the year of publication and page number in parentheses. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses (Freidman 2009, p. 263 or 2009, p. 263 if the author's name appears in the sentence). When there is no page number, cite references in the text by name and year in parentheses (Mitchell 2012).

## **15. Tables**

Tables should contain only the necessary data, and provide generalized and statistically processed materials. Each table is supplied with the title and the text is inserted after the first paragraph, the reference to it. Provide its corresponding Arabic numeral. Use standard capitalization rules. They must be black and white with minimum shading and numbered consecutively using Arabic numerals. They must be referred explicitly in the text using numbers.

## **16. Figures**

Number of graphics should be minimal (less than seven figures). Each figure should have a label name (under the picture) and its corresponding Arabic numeral which provides an explanation of all its elements. Figures should be submitted as original drawings, complete, and ready for photo reproduction, preferably in black and white. For charts and graphs must use Microsoft Office Excel. Each drawing is inserted into the text as an object of Microsoft Office. Note: If you are intending to use previously published figures, you must obtain written permission from the copyright holder before using them in your article.

## **17. Discussion and results**

Results must be provided in the form of a clear argument. The research should include a critical review of previous work on the subject. Results and discussion may be combined.

## **18. Conclusions**

At the end of article it is necessary to set and carefully conveying the main conclusions of the research. Specify their scientific importance and possible practicable applications.

## **19. Acknowledgement**

All sources of funding for work being reported must be disclosed as an acknowledgment in the text. The name of the funding agency and the grant number should be given.

## **20. Publication charges**

You pay only **after** positive decision on publication.

Publication charge: \$12.00 per journal page.

Editorial & book reviews are published free of charge.

Author Choice option: \$220. More about Open/Paid Access policy [read here](#).

The articles with Open Access option are published simultaneously with the articles with Paid Access option in hard cover journals.

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If your manuscript accepted you are eligible for [a discount](#) on subscription to the journal for the next year.

Reprints: Pricing is based on the quantity ordered.

## **21. Refunds**

Authors may withdraw their article at anytime. Once the copy editing process has been started, no refund will be issued.

## **22. References**

References should be complete in Harvard style and will generally be limited to no more than 20 sources.

All citations and quotations must be verified before submission of the manuscript. The accuracy of the contribution is the responsibility of the author(s). Please read our [ethic norms](#) as a rule to compose your reference list excellent.

Each page of references should be numbered, continuing the page numbers of the text.

If there is no author, start with the title. In titles, capitalize the first, last, and all main words. Each entry starts at the left margin.

The parenthetical reference in the paper should correspond with the beginning of the citation in the works-cited list. Please delete all brackets before and after year of publication.

### **Title**

The title "References" should be centred, but not underlined or punctuated.

### **Alphabetical order**

Alphabetically arrange works cited entries according to the first word in the entry, ignoring a, an, and the.

### **Sources**

List only the works you used, not everything you read.

### **Abbreviations**

Abbreviations in works cited entries are acceptable if they are clear (United Nations=UN).

### **Book by a single author**

Author of book - First name and initials (if given). Year of publication. Title of book - *italicised*. Edition, Place of publication: Publisher.

Tarantino, A. 2006, *Managers Guide to Compliance*, New York: John Wiley & Sons

### **Book by two or more authors**

Author(s) of book - First name and initials (if given). Year of publication. Title of book - *italicised*. Edition, Place of publication: Publisher.

Deal, T., and Kennedy, A. 1999. *The new corporate cultures*. Cambridge: Perseus Publishing.

NOTE: If a reference has more than three authors, give the first author's name and "et al".

Example: Jones, Bob, et al.

### **Chapter in an anthology or edited book**

Author(s) of chapter - First name and initials (if given). Year of publication. "Title of chapter - in single quotation marks", in Editor(s) of book (eds), *Title of book - italicised*. Edition, Place of publication: Publisher, Page numbers.

Clair, A., Desmond M. 2011 "The World Bank's Expertise: Observant Participation in WDR 2006 Equity and Development" in: Mosse, D. (ed.), *Terms of Reference: The Anthropology of Expert Knowledge and Professionals in International Development*. Oxford: Berghahn Press, pp. 128-158

### **Article in a Magazine or Newspaper**

Author(s) of article - First name and initials (if given). Year of publication. "Title of article in single quotation marks", *Title of magazine - italicised*. Day month, Page number(s), (viewed date-in-full, URL - if gained access electronically)

Hanson K., Ceppos. J. "The Ethics of Leaking", *Los Angeles Times* Op/Ed Section, 6 October 2006, p.12.

### **Article in a journal**

Author(s) of journal article - First name and initials (if given). Year of publication. "Title of journal article in single quotation marks", *Title of journal - italicised*. Volume, Issue or number(s), Page number(s), (viewed date-in-full, URL - if gained access electronically)

Andrés, P., Vallelado, E. 2008 "Corporate governance in banking: the role of the board of directors", *Journal of Banking and Finance*, Vol. 32, No. 12, pp. 2570-2580.

### **Citing articles and DOI:**

If you know article's unique DOI (Digital Object Identifier) be sure to use DOI Numbers.

Author(s) of article - (person or organisation): Title. Title of journal. DOI:doi-number

American Speech-Language-Hearing Association: Code of Ethics. [DOI:10.1044/policy.ET2010-00309](https://doi.org/10.1044/policy.ET2010-00309)

### **Electronic written sources**

Author(s) of page – (person or organisation). Year (page created or revised). *'Title of page – italicised*, viewed date-in-full, URL – if gained access electronically)

Bucaro F. 2012. *Can Business Be Ethical And Successful?* <<http://ezinearticles.com/?Can-Business-Be-Ethical-And-Successful?&id=6927897>>

United States office of government ethics. 2013. *Financial Conflicts of Interest & Impartiality* viewed 22 February 2013 <<http://www.oge.gov/Topics/Financial-Conflicts-of-Interest-and-Impartiality/Financial-Conflicts-of-Interest-Impartiality>>

### **Quotations**

Quotations must be placed in quotes. All quotations must include a citation referring the reader to the source document. As a matter of form, quotations should flow with your text, and may be edited to do so. If you quote material that contains a citation to another work, include this citation in your quotation. The work cited does not have to be included in the list of works cited if it is cited only in the quotation.

If you need to make additions to a quotation, put your own words in square brackets [ ].

### **23. Manuscript Submission Details**

Please accurately complete the [Submission form](#).

All fields are required.

Enter personal details: yours salutation, first, middle and last names; your e-mail, confirm it; enter faculty or department, yours affiliation and address.

Please download your photo and complete form about suggested Authors.

Then accurately complete form about your article.

Select the journal; enter title, abstract, cover letter (optional and not for publication), key words, article (only text) and acknowledgement with references.

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